

EDITED KSAPC LISTING

CLASSIFICATION: Catholic Chaplain

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene in order to address pastoral needs in the spiritual therapeutic process.
K2.	Basic knowledge of purposes of mental and correctional institutions, in order to maintain the humanitarian level of pastoral care while promoting safety and security.
K3.	Comprehensive knowledge of methods of rehabilitation, in order to evaluate, advance and promote offender's re-entry into society.
K4.	Basic knowledge of legal matters and Institutional policy and procedures, to ensure compliance with federal laws, state mandates/directives and institutional safety and security.
K5.	Comprehensive knowledge of Institution's goals and objectives, in order to identify and focus on the needs of the population within the institution.
K6.	Comprehensive knowledge of Institution's practices and policies, in order to develop and facilitate programming appropriate to the level of security of the institution.
K7.	Basic knowledge of computers and printers, including Excel and Microsoft Word, in order to complete office documents (e.g., memorandum, chapel schedule, ducat list, etc.) to meet administrative requirements.
K8.	Comprehensive knowledge of scripture and the primary teaching documents, in order to meet the primary requirements for catechesis and ministry of the Catholic faith.
K9.	Advance knowledge of sacraments, rites and liturgies, in order to meet a fundamental precept of practicing Catholic faith.
K10.	Advance knowledge of pastoral counseling, in order to provide spiritual and moral guidance and direction.

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KSAPC Statements	
Ability to:	
A1.	Organize, prepare and conduct Roman Catholic religious services and courses on ethics, religion, and sacred music, in order to provide effective worship services and instruction in the faith.
A2.	Counsel institution residents and their families on moral and ethical problems, in order to provide for the spiritual and moral rehabilitation of offenders and support of family needs.
A3.	Establish rapport with institution residents, in order to optimize religious program participation and effectiveness.
A4.	Analyze situations accurately and adopt an effective course of action, in order to carry out daily duties and responsibilities.
A5.	Use spiritual assessment, planning, intervention, and evaluation in the clinical setting, in order to develop pastoral therapies appropriate to individuals and groups.
A6.	Understand and help others discover meaning in the experiences of suffering grief and loss, in order to provide compassionate care through the bereavement process and other traumas (e.g., family illness, divorce, institutional reassignment, etc.).
A7.	Understand the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices, to accurately focus on strategies and programs to deliver religious services.
A8.	Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances, in order to meet the urgent needs of offenders in crisis (e.g., suicide, divorce, family loss, etc.).
A9.	Integrate pastoral theology with pastoral practices, in order to meet the needs of staff and offenders in their day to day challenges of life.
A10.	Assist and support others in the application of their own values in decision making, to ensure adequate formation of individual conscience.
A11.	Communicate effectively through active listening and responding, in order to promote spiritual healing, growth and a sense of solidarity with the individual's life circumstances.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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KSAPC Statements	
Ability to:	
A12.	Interpret and apply rules, regulations, policies, and procedures, in order to function effectively in a safe and secure environment.
A13.	Maintain confidentiality and protect sensitive data, in order to comply with the professional ethics of a Chaplain.

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KSAPC Statements	
Skill to:	
S1.	Effectively deal with the spiritual dynamics of illness, loss and death, by being compassionately present to the individual's situation.
S2.	Interact with a variety of people inside or outside of the organization, in order to adequately represent the institutional Chaplaincy needs, goals and mission.
S3.	Handle stress and anti-social behavior, in order to effectively render sound decisions.
S4.	Effectively identify and mitigate diverse and/or conflicting views and priorities, with sensitivity and impartiality timely resolution.
S5.	Establish and maintain physical and social boundaries, in order to adhere to professional standards of ethical behavior.

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KSAPC Statements	
<i>Special Physical Characteristics:</i>	
PC1.	Insight into the factors involved in the development of behavior problems, including mental disorders
PC2.	Demonstrated aptitude for working effectively with the socially abnormal
PC3.	Interest in the welfare and spiritual needs of institution residents
PC4.	Emotional stability
PC5.	Adaptability
PC6.	Firmness
PC7.	Patience
PC8.	Self-control
PC9.	Tact
PC10.	Neat personal appearance
PC11.	Pleasant and wholesome personality
PC12.	Good judgment in moral, ethical, and religious matters